

**RECREATION AID**  
**NF-0189-01**

**FITNESS & SPORTS**  
**MORALE, WELFARE**  
**& RECREATION**

## RECREATION AID

### INTRODUCTION:

This position is located in the Morale, Welfare, and Recreation Department, Physical Readiness Division, Athletics and Fitness Branch, Naval Air Station Lemoore, CA. The purpose of this position is to issue and receive recreation equipment, uniforms, and athletic gear.

### MAJOR DUTIES AND RESPONSIBILITIES:

Issues and receives recreation equipment, athletic gear, and uniforms to authorized patrons. Inspects for discrepancies and returns to storage area. Insures equipment and facility are properly used. 50%

Cleans and sanitizes all common areas of gymnasium and fitness center. 25%

May operate washer and dryer to keep shoes, towels, etc. clean and dry. 10%

Operates a cash register. Keeps running inventory of items sold. Collects money, fills out overring/undererring slips, and assumes responsibility and accountability for cash receipts. Maintains own change fund and drops receipts daily. Prepares Daily Activity Reports (DARs) to account for deposit of daily sales. Controls cash transactions in accordance with cash handling regulations, safeguarding against cash overages and shortages. 10%

Performs other related duties as assigned. 5%

### KNOWLEDGE REQUIRED:

Knowledge of athletic gear and equipment and their uses sufficient to issue and receive gear and equipment.

Ability to operate washer and dryer.

Knowledge of cash register operations.

Ability to get along well with others.

### SUPERVISORY CONTROLS:

The work is performed in accordance with established procedures. The supervisor provides the necessary training, defines the scope of the job, and provides instructions on nonrecurring assignments and changes in procedures.

All work is performed independently within the guidelines of established station instructions and regulations from higher authority. The supervisor is consulted when problems arise for which there are no precedents.

Completed work usually is spot checked or selectively sampled and may be reviewed occasionally for compliance with regulations.

**GUIDELINES:**

Guidelines consist of numerous standing oral instructions and written procedural guides which are applicable in differing work situations.

The employee works strictly according to the guidelines. Deviations are referred to the supervisor for decision.

**COMPLEXITY:**

Assignments are clear cut or repetitive. There is little choice in determining what needs to be done.

**SCOPE AND EFFECT:**

The purpose of the work is to provide an expeditious flow of gear and equipment to authorized patrons.

Work products or services affect the effectiveness of the recreation program and the acceptance of services at the installation.

**PERSONAL CONTACTS:**

Contacts are with employees in the immediate work unit and/or related support units. Contacts are also with the general public in highly structured situations where the purpose of the contacts and the questions are clear.

**PURPOSE OF CONTACTS:**

The purpose of the contacts is to obtain or exchange information regarding performance of functions in the immediate work unit and to provide information to personnel in serviced units regarding gear and equipment issue operations.

**PHYSICAL DEMANDS:**

The work is primarily performed indoors. Duties require occasional periods of standing, walking, bending, or carrying of heavy objects of 50 pounds or less.

**WORK ENVIRONMENT**

Work areas and athletic areas are adequately lighted, heated and ventilated.